

C-O-N-F-I-D-E-N-T-I-A-L

OFFICE OF TRAINING REGULATION NO. 25-12

16 June 1960

SUBJECT : EXTERNAL REQUESTS FOR CIA OFFICIALS AS GUEST SPEAKERS

REFERENCES: (1) CIA Regulation [] dated 17 March 1960
(2) CIA Regulation [] dated 3 May 1955

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1. PURPOSE

The referenced CIA Regulation [] states, in part, ". . . all external requests for CIA officials as guest speakers shall be referred to the office of the Director of Training (Room 11, [] which will initiate or coordinate the appropriate response and will maintain necessary records . . ." This office regulation assigns responsibilities and establishes procedures for implementing the above requirement within the Office of Training.

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2. RESPONSIBILITIES

- a. Responsibility for initiating or coordinating action to accommodate external requests for CIA guest speakers resides with the Director of Training. The Deputy Director of Training and the Chief, Plans and Policy Staff, assist in and share the discharge of this responsibility.
- b. School and Staff Chiefs and responsible for making arrangements to furnish CIA guest speakers whenever it is determined by the Director of Training that the requirement can best be met through the resources of a particular School or Staff.
- c. The CIA Orientation and Briefing Officer is responsible for arranging appearances of Agency officials as guest speakers when the requirement is deemed consonant with his area of activity and, traditionally, if it is one of long-standing and is honored on a recurring basis. Further, the CIA Orientation and Briefing Officer is responsible for establishing and maintaining a central index and record of all external requests for CIA officials as guest speakers and the arrangements concluded in compliance with such requests.

3. PROCEDURES

- a. Requests addressed to the Office of Training:

- (1) In all cases the correspondence or memorandum of telephone call will be referred to the Director of Training or, in his absence, to the Deputy Director of Training or to the Chief, Plans and Policy Staff.

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C-O-N-F-I-D-E-N-T-I-A-L

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16 June 1960

- (2) Action to accommodate the external request will be taken by the office of the Director of Training or will be assigned to a School or Staff Chief or to the CIA Orientation and Briefing Officer.
 - (3) The action officer in each instance will accomplish all necessary coordination to satisfy the request, including direct communication with the requesting organization to obtain any additional information required for selecting and briefing a suitable speaker.
 - (4) Finally, the action officer will notify the originator of the request as to arrangements made to fulfill the speaking engagement and will insure that the designated speaker is aware of his responsibility for compliance with the security provisions of CIA Regulation
- b. Requests directed to other components of the Agency:
- (1) In accordance with the provisions correspondence or telephone information relating to such requests will be referred to the office of the Director of Training.
 - (2) In those cases where the Office of Training is asked to provide a speaker or render other assistance, action will be taken as outlined in paragraph 3.a.
 - (3) In other situations, the Office of Training will simply be notified of steps taken, or to be taken, by another component to accommodate requests for CIA officials as guest speakers.
- c. Under all the contingencies outlined above, the action officer for the Office of Training or the official receiving notification of speaker arrangements concluded by another component will insure that the following information on each external request is transmitted to the CIA Orientation and Briefing Officer (Room 117, Central Building,) for official record:
- (1) Name of CIA official selected to serve as guest speaker.
 - (2) Subject and security classification of the presentation.
 - (3) Place, date, and duration of speech.
 - (4) Name of requesting organization or institution.
 - (5) Information or guidance given by the requester as to speaker qualifications and special circumstances incident to the desired presentation.

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C-O-N-F-I-D-E-N-T-I-A-L

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4. EXCLUSION

This regulation does not apply to non-official speeches made by Agency personnel as private citizens. In all cases, however, CIA Regulation

☐ does apply.

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MATTHEW BAIRD
Director of Training

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